

## HELPFUL eFILE TIPS

- **Cases Subject to eFile**

Civil actions in which counsel for the claimant(s) has certified that damages exceed one hundred thousand (\$100,000.00) exclusive of interest and costs. Case types listed under the Complaints Category are subject to eFile, with the following **exceptions**:

Auto Arbitration Appeal	Fraud Enforcements
Class Actions	Interpleaders
Condemnations	Silicone Breast Implant
Declaratory Judgments	Summary Proceedings
Foreign & Domestic Attachments	Tax Appeals

- **When a pleading is deemed filed**

A pleading is considered filed at the time of submission. However, until accepted by the Prothonotary Review Clerk, there is a chance a pleading may be rejected.

**NOTE:** The goal of the Prothonotary's Office is to review **new cases** and **motions** and Accept or Reject those documents filed prior to 3:00 P.M. on a daily basis. This will give counsel an opportunity to correct any rejected pleading and resubmit prior to midnight.

- ***Pro Se* Litigants**

Electronic service is currently not available for *pro se* litigants. The Prothonotary's Office will scan and upload pleadings for *pro se* litigants. *Pro se* litigants must serve a hard-copy of the pleading on opposing counsel. Opposing counsel must serve the *pro se* litigant with a hard-copy of response or select mail service through eFile.

- **Service copies to Prothonotary (New Cases)**

To facilitate the processing of your new cases, it is recommended that you use the [Case Information Statement \(CIS\)](#) and/or the first page of the complaint with the seal and filed date printed on it for the service copies.

- **Courtesy Copies of Supplemental Pleadings**

No courtesy copies should be filed with the Prothonotary's Office. However, pursuant to [Administrative Directive No. 2003-8](#), a paper copy of each motion, answer and reply of each brief, and appendix shall be sent to the assigned Judge. When sending these copies, the cover page **MUST** be marked **COPY**.

- **Discovery on eFile**

Only the Notice of Service is filed on eFile. However, it is suggested that counsel use eFile to **serve** Discovery on opposing counsel.

- **Medical Malpractice Cases**

[Title 18 Section 6853](#). Affidavit of Merit, expert medical testimony.

[Title 18 Section 6853](#) was recently amended requiring that an Affidavit of Merit and *curriculum vitae* be filed with the Court in every healthcare medical negligence case. In order to comply with this in eFiled cases, a Notice should be eFiled stating that the Affidavit of Merit has been conventionally filed in the Prothonotary's Office under seal.

- **Searches on eFile**

When searching, remember to clear the previous search, the search engine does not automatically refresh.

- **Document titles on eFile**

Characters, *i.e.* ( , < > ( ) : A @ > = [ ] / ) cannot be used in the document title field.